Faculty of Fine Arts and Music

STANDARD OPERATING PROCEDURE

COVID-19 Recovery – Art Materials Collection

1. INTRODUCTION
This Standard Operating Procedure (SOP) aims to provide guidance to Faculty of Fine Arts & Music staff, students, contractors and other persons for the resumption of campus-based activities and applies to safety measures related to use of workshops within the Faculty of Fine Arts and Music, Southbank Campus.

2. RISK MITIGATION STRATEGIES
Staff and Students to comply with all floor makings and signage relating to current social distancing requirements.

3. PHYSICAL ENVIRONMENT
Building 874 Teaching Workshop
- Room 179
- Roller Door Entry Foyer

This area is approximately 15m²

Density

<table>
<thead>
<tr>
<th>VENUE</th>
<th>MAXIMUM CAPACITY*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building 874, Room 179</td>
<td>4</td>
</tr>
</tbody>
</table>

*NB: based off 4sqm per person for spatial distancing when people gather for more than 15 minutes.

The Collection Point consists of an open foyer and driveway, with access through either roller door or swipe access entrance door.

1.5m social distancing when people are collecting or returning equipment for less than a period of 15 minutes.

4. REQUIREMENTS

4.1 Bookings and Access
- Appointment bookings are essential for Art materials collection
- Booking to be arranged through relevant supervisors or specified technician
- Opening times specified in booking calendar
- REFER TO ENTRY INSTRUCTIONS IN BOOKING EMAIL

- Students are not to enter the building during collections, with Students to stay behind the table barrier and staff will meet them.
- There no parking in the driveway of Gate 5, nor access to parking on campus.
- Staff will not be able to assist with loading materials into vehicles.
- Staff will only be able to issue materials requested online.
- Staff will only be able to assist those who have made a booking.
- There is no access to any of the campus buildings or studio spaces.

5. WARNINGS/SPECIAL REQUIREMENTS

5.1 COVID-19 – Staff/Student Interaction procedure
- Use appropriate PPE, as required; face covering is now a mandatory requirement
- I&O Workshop staff to wear gloves during loan pick-ups and drop offs.
- Students are encouraged to use provided hand sanitiser on entry/exit of building.
- 1.5m social distancing guidelines are followed by staff and students - markings will be made on the floor to indicate safe spacing.
- Pickups are to be done by the Student making the booking only... No Classmates, friends or other associates.
6. **EMERGENCY**

Where there are issues associated with COVID-19 requirements:
- Immediately report to your supervisor/manager
- Follow local specific procedures
- Refer to the UOM COVID-19 Response website

**COVID-19 Reporting**

If any student or staff member suspects that they may have COVID-19 and are experiencing symptoms such as fever, cough, sore throat, runny nose, loss of sense of smell/taste or generally unwell, they must not come to campus or go home if they are already on campus.

They should follow advice from the Victorian Department of Health and Human Services (DHHS), call the dedicated hotline on 1800 675 398 and seek medical advice from University Health Services or their GP to arrange a COVID-19 Test.

Once the student or staff member have sought medical advice and have had a COVID-19 Test, they should notify the University by contacting Campus Community: campus-community@unimelb.edu.au.

7. **REFERENCES**

**Legislation**
- Occupational Health & Safety Act 2004
- Occupational Health & Safety Regulations 2017

**Standards**
- Safe Work Australia
- Safe Work Australia - social distancing

**Codes and Guidance**
- Department of Health and Human Services (VIC)
  - Face masks: whole of Victoria
  - Lawful excuses or exceptions for not wearing a face mask

**University Procedures/Guidance**
- UOM COVID-19 Response
- Return to Southbank campus (staff)
- Return to Southbank campus (students)
- Framework for the Resumption of Campus-Based Activity at the University of Melbourne
- Faculty of Fine Arts and Music – Framework for the Resumption of Campus-Based Activity
- Faculty-based COVID-19 SOPs (staff accessible)
- COVID-19 SOP No.001 Social Distancing
- COVID-19 SOP No.002 Staff Areas
- COVID-19 SOP No.003 Common Areas
- COVID-19 SOP No.004 Signage
- COVID-19 SOP No.005 PPE Purchasing
- COVID-19 SOP No.006 General Cleaning
- COVID-19 SOP No.007 Loan Equipment Cleaning and Disinfection
- COVID-19 SOP No.014 Photography Workshop
- COVID-19 SOP No.016 Workshops
- COVID19 SOP No.026 - Art Studios
- COVID19 SOP No.027 - Installation & Exhibition